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| **EQUAL OPPORTUNITIES MONITORING FORM** logo a4 doc**Application for employment as: Reception Administrator (part time)****Please email your completed equal opportunities form *and* application form to** **recruitment@talkingmoney.org.uk****or by post to: Recruitment, Talking Money, 1 Hide Market, West St, St Philips, Bristol, BS2 0BH** |
|  | Application Ref:***(For Talking Money use)*** |
| **Please complete the details below and return with your application form. The two forms will be separated when received by Talking Money. This will allow shortlisting to be completed without these details and therefore be based only on information enclosed in the application form.** |
| **Your Full Name & Address** | **Telephone Numbers:** | **Email address** |
|       | Home:      Work:      Mobile:       |       |
| **Date of Birth:** | **National Insurance No.** |
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| Talking Money keeps a record of all applications for employment and monitors the personal details of all applicants to measure the effectiveness of our equal opportunities policy. This information is confidential and does not affect the selection process. The records of unsuccessful candidates are destroyed after 12 months.It would therefore be useful if you would provide the following information, but please leave any blank that you would prefer not to answer. |
| **Gender****[ ]** Male [ ]  Female **Age Range**[ ]  up to 25[ ]  26 - 39 [ ]  40 – 59[ ]  60 and over | **Do you describe yourself as Disabled?****[ ]** Yes[ ]  NoIf yes, are there any reasonable adjustments that would assist you in enabling you to participate in the selection process for this job or in undertaking the role?  |
| **What is your ethnic group?** Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background**A. White** [ ]  British[ ]  Irish[ ]  Any other White background: please specify      **B. Mixed**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other Mixed background: please specify      *Continued over***C. Asian or Asian British**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian background: please specify      **D. Black or Black British**[ ]  Caribbean[ ]  African[ ]  Any other Black background: please specify      **E. Chinese or other ethnic group**[ ]  Chinese[ ]  Other: please specify:       |
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| **REFEREES****Please provide two referees. (These will only be taken up if you are selected for interview) One of these must be your line manager at your last or current place of work, if applicable.** |
| **Referee One:****Title / Full Name / Address / Email Address** | **Referee Two:****Title / Full Name / Address / Email Address** |
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| **How did you hear about this vacancy?** |
| **Employment will be subject to satisfactory references, evidence of your qualifications and right to work in the UK. Employment may be subject to a Standard or Enhanced Disclosure from the Disclosure & Barring Service .** |
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| **DECLARATION****I confirm that all the information included in this application is to the best of my knowledge correct.****Signed:** **Date:**  |

**PLEASE REMEMBER TO COMPLETE AND RETURN THIS MONITORING FORM WITH YOUR COMPLETED APPLICATION FORM – WITHOUT THIS COMPLETED FORM, YOUR APPLICATION WILL NOT BE ACCEPTED**